

# PASTORAL MANAGER

## RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





President Kennedy School is an outstanding school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of dedicated professionals who excel in their field to help us on the next phase of our exciting journey.

*Sam Rooke, Headteacher*

<b>JOB TITLE:</b>	<b>PASTORAL MANAGER</b>
<b>OPPORTUNITY:</b>	<p>We are seeking to appoint an excellent Pastoral Manager to support the aims and objectives of the school and work with the Leadership Team to ensure that students make outstanding progress by removing barriers to learning. Key areas of responsibility are providing first line support to students on pastoral issues, providing achievement, attendance, behavioural and educational support to students and providing a strategic link between the school and other agencies and parents/carers.</p> <p>You will have a flexible and supportive approach to work and be a positive role model to pupils.</p>
<b>REPORTING TO:</b>	College Director
<b>LOCATION:</b>	Based at President Kennedy School with a requirement to travel to undertake work at or for academies within the Trust
<b>SALARY/HOURS:</b>	Grade 6: £28,878 - £34,744 per annum, pro-rata salary 37 hours per week, 40 weeks per annum
<b>BENEFITS – ENHANCING WORKING LIVES:</b>	<ul style="list-style-type: none"> <li>• Competitive rates of pay</li> <li>• Extensive professional development opportunities across the Trust</li> <li>• Career pathways across the Trust</li> <li>• Local Authority Pension Schemes</li> <li>• Online retail discount</li> <li>• Employee Assistance Programme</li> <li>• Family Friendly policies to support family &amp; carer commitments</li> <li>• Flexible Working Arrangements</li> </ul>

## JOB DESCRIPTION

### Job Purpose

To support the aims and objectives of the school and work with the Leadership Team to ensure that students make outstanding progress by removing barriers to learning.

### Duties and responsibilities

#### Student progress

- Support students in their learning, and encourage positive attitudes and behaviour in and around school.
- Assist in the transition arrangements from one key stage to another.
- Support the organisation of Parents' Consultation and information evenings.
- Assist with the coordination, monitoring and evaluation of strategies to raise student attainment.

#### Student attendance

- Improve the attendance by running robust systems and intervening with key students.
- Monitor and run punctuality procedures that ensure tutors effectively tackle lateness to school.
- Monitor and reduce internal and external truancy.
- Maintain accurate attendance records.
- Liaise with external agencies to work with hard to reach students.
- Liaise closely with parents of students with attendance concerns to raise their attendance.
- Work with the Leadership Team to manage new admissions.
- Encourage and develop parental contacts with Tutors and others as appropriate.
- Monitor punctuality and attendance, liaising with tutors, the College team, the Attendance Officers and subject staff as required and take any measures necessary to improve the College attendance, including holding attendance reviews and rewarding good attendance through assemblies and other measures.
- Create a culture of celebration and robust and consistent reward systems to improve attendance and recognise outstanding attendance.
- Devise and monitor attendance plans with designated caseload key workers to reduce persistent absentee percentage and ensure that disadvantaged students are in line with cohort and national.
- Monitor off site attendance of off-site provision.

## Behaviour and rewards

- Run effective behaviour systems that are clear and consistent.
- Work with support from the College team and tutors to manage behaviour incidents.
- Liaise closely with parents regarding behaviour issues.
- Work proactively with the College team to prevent issues occurring.
- To support reintegration to the school following exclusion.
- Liaise with outside agencies to intervene in hard to reach families to remove barriers to learning.
- To promote a positive ethos by ensuring that rewards are prominent and regular and that parents are integral to the rewards system.
- Liaise with individual teachers, departments and faculties in relation to behaviour and learning of individual and groups of students.
- Promote student voice and get students actively involved in school life.
- Liaise with SENCO to remove barriers to learning for SEN students.
- Liaise with relevant college and Hub colleagues to reduce risk of repeat exclusions and provide effective programmes and interventions.
- Monitor and update SIMs and CPOMs records which are also used to target specific interventions and support.
- Liaise with tutors and effectively communicate daily rewards and sanctions from SIMs data.

## Other

- To be the first port of call for Child Protection issues within the College.
- To attend meetings, take minutes and type notes for safeguarding case work.
- To manage accurate Safeguarding records using the school systems (CPOMS)
- To work with the Designated Safeguarding Lead to manage CAF caseloads.
- Co-ordinate the personal education plans for Children Looked After (CLA).
- Co-ordinate the Personal, Social and Health education, including developing links with outside agencies.
- Attend briefings/meetings in accordance with the requirements of the College.
- Undertake other duties and responsibilities as directed by the College Director.
- Responsible and accountable for carrying out the duties of the post with due regard to the School's Equal Opportunities Policy.

## **Line management**

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

## **Professional Development**

1. Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Pastoral Leader are up to date.
2. Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Maths and English at Grade C or above</li> <li>A relevant degree level qualification or equivalent</li> </ul>		Application form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>Able to engage learners and maintain discipline</li> <li>Highly organised; can prioritise and work well under pressure</li> <li>Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, parents and other professionals</li> <li>IT literate including Microsoft word, excel and outlook</li> <li>Able to be proactive, pre-empting student needs</li> <li>Good listening and problem solving skills</li> <li>Ability to deal with situations calmly and efficiently</li> <li>Able to demonstrate empathy; to be supportive, patient and caring</li> <li>Able to demonstrate a commitment to school improvement and raising achievement for all students</li> <li>Able to understand curriculum content and make it accessible to students; explaining tasks simply and clearly and adapting resources</li> <li>Able to work as a member of a team and liaise effectively with others</li> </ul>		Application form Interview Test

<b>Skills and Abilities (continued)</b>	<ul style="list-style-type: none"> <li>• Able to work with guidance and under supervision, but also to demonstrate initiative in order to respond to a range of challenges</li> <li>• Able to maintain a consistently positive approach and give constructive feedback to students</li> <li>• Adapt to changing role requirements</li> <li>• Able to keep accurate written records and assist with monitoring and evaluation</li> <li>• Able to interpret and use written and numerical data</li> <li>• Able to devise and implement action plans for individual and groups of students</li> <li>• Able to adapt and modify materials and resources to make them accessible to students</li> <li>• Able to support the implementation of the school's Behaviour Policy</li> <li>• Able to work as an effective team member and work on own initiative</li> <li>• Able to maintain confidentiality and data security</li> <li>• Able to consistently produce high quality work</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 2 years' classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work.</li> <li>• Providing individual support for children and young</li> </ul>		Application form Interview
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• An excellent understanding of the needs and characteristics of young people</li> <li>• An appreciation of different learning styles associated with the development of young people and potential barriers to learning</li> <li>• Good understanding of the roles played by various</li> </ul>		Application form Interview Test



	<p>adults in the education of young people</p> <ul style="list-style-type: none"> <li>• A sound knowledge of the nature of work undertaken by a Secondary School</li> <li>• Issues pertaining to safeguarding children and young people</li> </ul>		
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers.</li> <li>• Professional appearance and demeanour</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, is reliable and to attend meetings and INSET days as required</li> </ul>		Application form Interview

## HOW TO APPLY

CLOSING DATE:	7 <sup>th</sup> February 2025
INTERVIEWS:	w/c 10 <sup>th</sup> February 2025

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- President Kennedy Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.